

Position Description

Position Title:	Clinical Trials Assistant
Reports to:	Nurse Unit Manager Oncology
Department:	Oncology
Directorate:	Clinical Operations
Cost centre:	Z2208
Code & classification:	Grade 2 (HS2-HS18; HS20)
Employment conditions:	Victorian Public Health Sector (Health and Allied Services and Managers & Administrative Workers) Single Interest Enterprise Agreement 2021-2025 and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Clinical Trials Assistant (CTA) is responsible for providing administrative and clerical support to ensure effective and efficient team operations in the Oncology Clinical Trials department. In conjunction with clinical trial team members, the CTA will be responsible for input of data to databases and be responsible for maintaining databases required for the conduct of clinical trials.

They will also be responsible for maintaining appropriate regulatory documents and ensuring regulatory compliance in the conduct of clinical trials. As part of the National Clinical Trials Governance Framework (NCTGF), the CTA will work with senior trials staff and other stakeholders to improve consistency in trial service delivery.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to the following:

- Enter and maintain data in relevant clinical trial databases including Registry trials, the NCTGF database and the Victorian Regional Trials Network database
- Ensure all data entered is accurate and verifiable against source data
- Liaise with trial team members, Sponsors, Quality and Research departments and other stakeholders
- Assist with onsite and remote monitoring processes and deliverables
- Provide effective administrative support to the clinical trials team members
- Attend mandatory training, and/or other events to remain abreast of new policies/procedures relate to clinical trial research
- Complete Superuser training for specific trial systems including but not limited to, Site Docs, Investigator Site Files, SLOPE, Clinibase
- As part of a Superuser role, provide training and supervision to all team members on all trial systems

- Assist with the preparation of trial submission packages to ethics and governance within specific timelines
- Prepare and maintain paperwork for reimbursement of patient expenses and other trial related expenses
- Obtain reports from central monitoring systems of freezers and fridge as required
- Conduct all aspects of the role with confidentiality without exception
- Promote the organisation both internally and externally in a positive manner
- Work in a flexible manner and perform additional duties as requested, within the capabilities of the person at the time
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation om achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

KEY SELECTION CRITERIA

Formal Qualification(s) and Registration(s) Requirements:

Essential:

- Previous experience and either a clinical trial site, CRO or Pharma Company and an understanding of ICH-GCP principles and clinical trial operations
- Must be organised and possess the ability to handle multiple priorities in a fast-paced environment
- Excellent attention to detail
- Demonstrated high level competency skill in a Microsoft environment
- Clerical and/or administrative experience
- Knowledge of hospital patient management systems (e.g. EPISOFT, IPM, Coldfusion and Chartview)
- Ability to input and maintain database information and produce accurate reports
- Ability to work as a team member, work unsupervised and to prioritise tasks
- Well-developed communication, organisational and interpersonal skills
- Understanding of maintaining confidentiality

Desirable:

- ICH GCP E6 (R3) certification
- Knowledge of medical terminology, particularly oncology terminology

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Complete data entry and respond to queries within allocated timelines
- Undertake appropriate training where required for use of databases and internal programs
- Provide leadership and training to clinical trials staff on all trial databases

- High level of communication skills (verbal and written)
- High degree of computer skills including but not limited to: Outlook, Word, Excel, Powerpoint as well as use of internal and external programs utilised for clinical trials
- Attendance and active participation at meetings as required
- 100% compliance with training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process

ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Clinical Operations	Clinical Trials Assistant
Reviewed by:	NUM – Oncology Unit
Issue Date:	May 2026

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The **Goulburn Valley Health Strategic Plan 2024-2026** provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)